



Street Party Application Form

Event Details

Event name.....

Contact name

Contact number.....

Contact email address

Contact address

.....

.....

About the closure

Please complete this section if you want to close a road or footpath.

Extent of Closure *Please provide a diagram/plan showing the road closure and proposed diversion route, with details of any signs that would be used and their location on the diversion route plan.*
Access must be maintained at all times for Police, Fire and Ambulance Services responding to emergencies. Organisers must ensure that fire hydrants are clear of obstruction at all times.

Street name(s)

Locality/area.....

Period(s) when closure will apply

Period Number	Start Date	Start Time	End Date	End Time
1				
2				

Barriers and Diversion Signs

The minimum requirement to effect any closure is a 'road closed' sign and barrier(s) at each point of closure, which must be supervised and maintained at all times by a clearly identifiable person under your authority and control.

What arrangements have you made for the erection and supervision of barriers, cones and diversion signs?

Consultation with local businesses/residents

Applicants should consult with all affected frontages. Please note that pedestrian access must be maintained at all times and provision for vehicular access/deliveries etc. should be provided where possible.

Have you carried out consultation with local residents and businesses?

- ☐ YES
☐ NO

(If yes, please attach a copy of your consultation notice)

Can vehicle access be maintained for residents and businesses?

- ☐ YES
☐ NO

Public Liability Insurance

Public liability insurance is not needed for a simple street party amongst neighbours/friends. It would however be needed if the event is open to the public or is advertised to a much wider audience.

How many people are expected to participate in the event?

Has the event been advertised to the public?

- ☐ YES
☐ NO

(If yes, please give details)

Do you have public liability insurance?

- ☐ YES
☐ NO

If yes, please send us a copy of your certificate.

Event Support

It is important that consideration is given as to how your event will be managed.

What arrangements have been made for communications between event organisers?
(Radio/Mobile phone)

What arrangements have been made for first aid provision?

What arrangements have been made for waste disposal?

Food, Drink and Entertainment

Advice notes on food safety, health and safety and noise, along with guidance from the Fire Service, are available on our website www.rugby.gov.uk/streetparties

Is any food or drink being served at the event?

☐ YES
☐ NO

(If yes, please give details)

Is any alcohol being sold?

☐ YES ☐ NO

Will you be holding a raffle or tombola?

☐ YES ☐ NO

Will there be music or other sound broadcast at the event? (other than incidental music)

☐ YES
☐ NO

(If yes, please give details)

Will you be having a BBQ?

☐ YES ☐ NO

If yes, how will this be fuelled?

☐ GAS ☐ ELECTRIC ☐ CHARCOAL

Will you be having a fireworks display?

☐ YES ☐ NO

Will any form of entertainment be in use? (eg.bouncy castles)

☐ YES
☐ NO

(If yes, please give details)

Are temporary supplies of water, electricity or gas to be brought to the site?

WATER ☐ YES ☐ NO
ELECTRICITY ☐ YES ☐ NO
CHARCOAL ☐ YES ☐ NO

Will any staging,structure or marquees be erected?

☐ YES
☐ NO

(If yes, please give details)

Completed applications should be returned to talkinthepark@rugby.gov.uk or Parks & Grounds, Rugby Borough Council, Town Hall, Rugby, CV21 2RR.

Failure to complete all sections of this application fully will result in the application being returned to you and may result in a potential delay in processing your request.

Organisers will be contacted should there be any issues or concerns with the planning of their event.